Moorfields Eye Hospital NHS
NHS Foundation Trust

OpenEyes for View Only

(User Manual)

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openeyes electronic patient records	**www.openeyes.org.uk** *Document published by OpenEyes Programme Office* *In case of any query please contact OPO team – Ext 4752* *Source – IT PMO_L drive /OPO documents repository/TrainjngMaterials*

Colour Key: OpenEyes Form links, OpenEyes navigation links, Notes, **Field names**

Documentation History

Date	Version number	Revision details	Written by	Approved by
01/10/2014	0.1	First draft of document	Victoria Aina	OpenEyes Programme Office

Document Status

This is a controlled document.

This document version is only valid at the time it is retrieved from controlled file store, after which a new approved version will replace it.

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Aims

This session is designed to introduce delegates to OpenEyes by presenting Healthcare professionals to the technology to be able to document the clinical journey of patients under their care. The session aims to give the best practices on better patient care and management.

The following features are included in this course:

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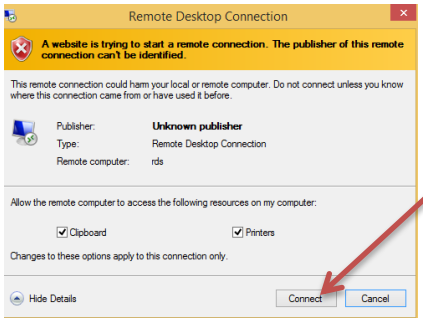
Logging on and Getting Started

The OpenEyes login page is case sensitive.

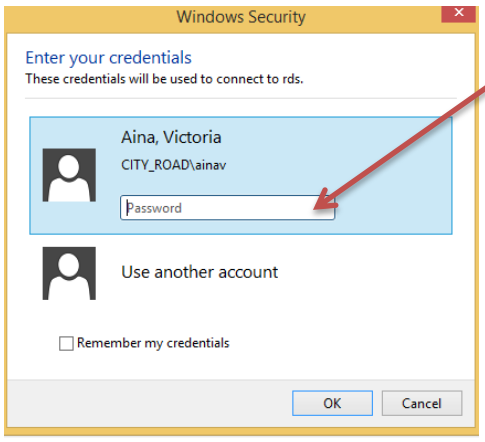
1. Select the clinical services link within the intranet.
2. The remote desktop pop up box opens, select the grey '**connect**' button situated within the box.

   a.


Remote Desktop Connection
A website is trying to start a remote connection. The publisher of this remote connection can't be identified.
This remote connection could harm your local or remote computer. Do not connect unless you know where this connection came from or have used it before.
Publisher: Unknown publisher
Type: Remote Desktop Connection
Remote computer: rds
Allow the remote computer to access the following resources on my computer:
Clipboard
Printers
Changes to these options apply to this connection only.
Hide Details
Connect
Cancel

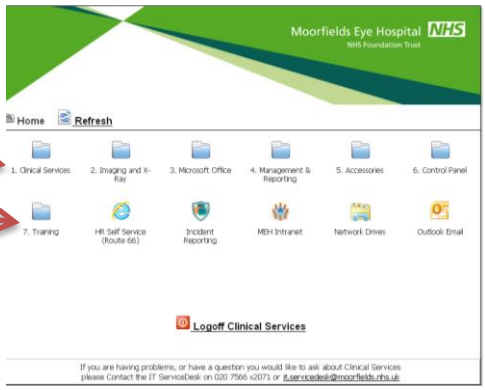
REMOTE DESKTOP POP UP BOX 1

3. Within the Window Security pop up box enter '**Password**.'



WINDOWS SECURITY POP UP BOX 2

4. Select Clinical services folder (for the live environment).
5. Select the Training folder (Training environment).


Moorfields Eye Hospital NHS
NHS Foundation Trust
Home
Refresh
1. Clinical Services
2. Imaging and X-Ray
3. Microsoft Office
4. Management & Reporting
5. Accessories
6. Control Panel
7. Training
HR Self Service (Route 66)
Incident Reporting
MEH Intranet
Network Drives
Outlook Email
Logoff Clinical Services
If you are having problems, or have a question you would like to ask about Clinical Services please Contact the IT ServiceDesk on 020 7566 x2071 or it.servicedesk@moorfields.nhs.uk

6. Launch **Open Eyes** by selecting (double clicking) the

Icon.
7. Enter Username and Password then select the blue login button

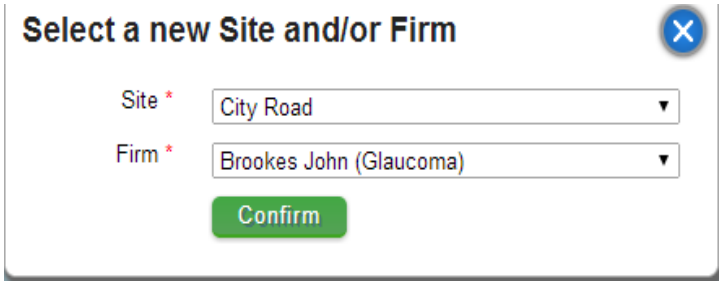
.

Searching for a Patient

Scan barcode on notes if scanners present

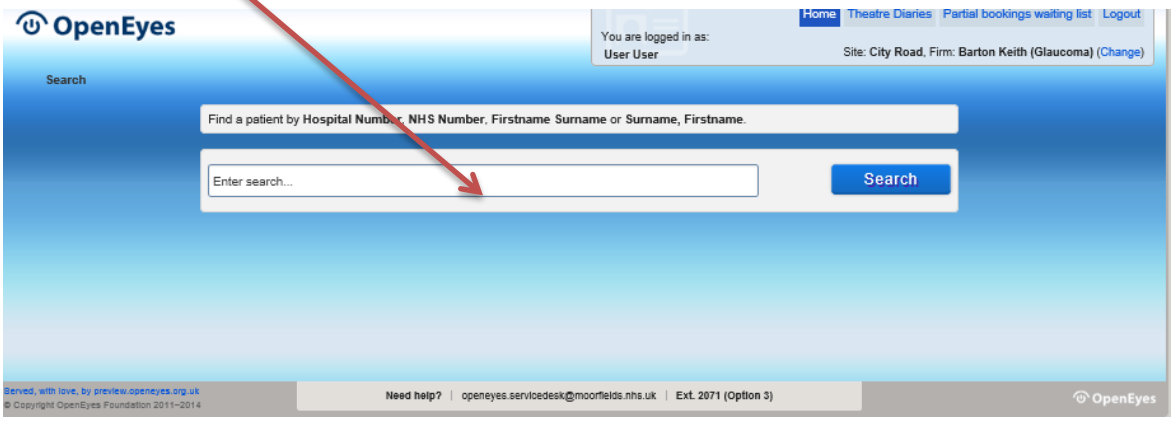
1. Select site and/or firm from the pop up box then

.



2. Search for patient by entering one of the search criteria

into the search box.

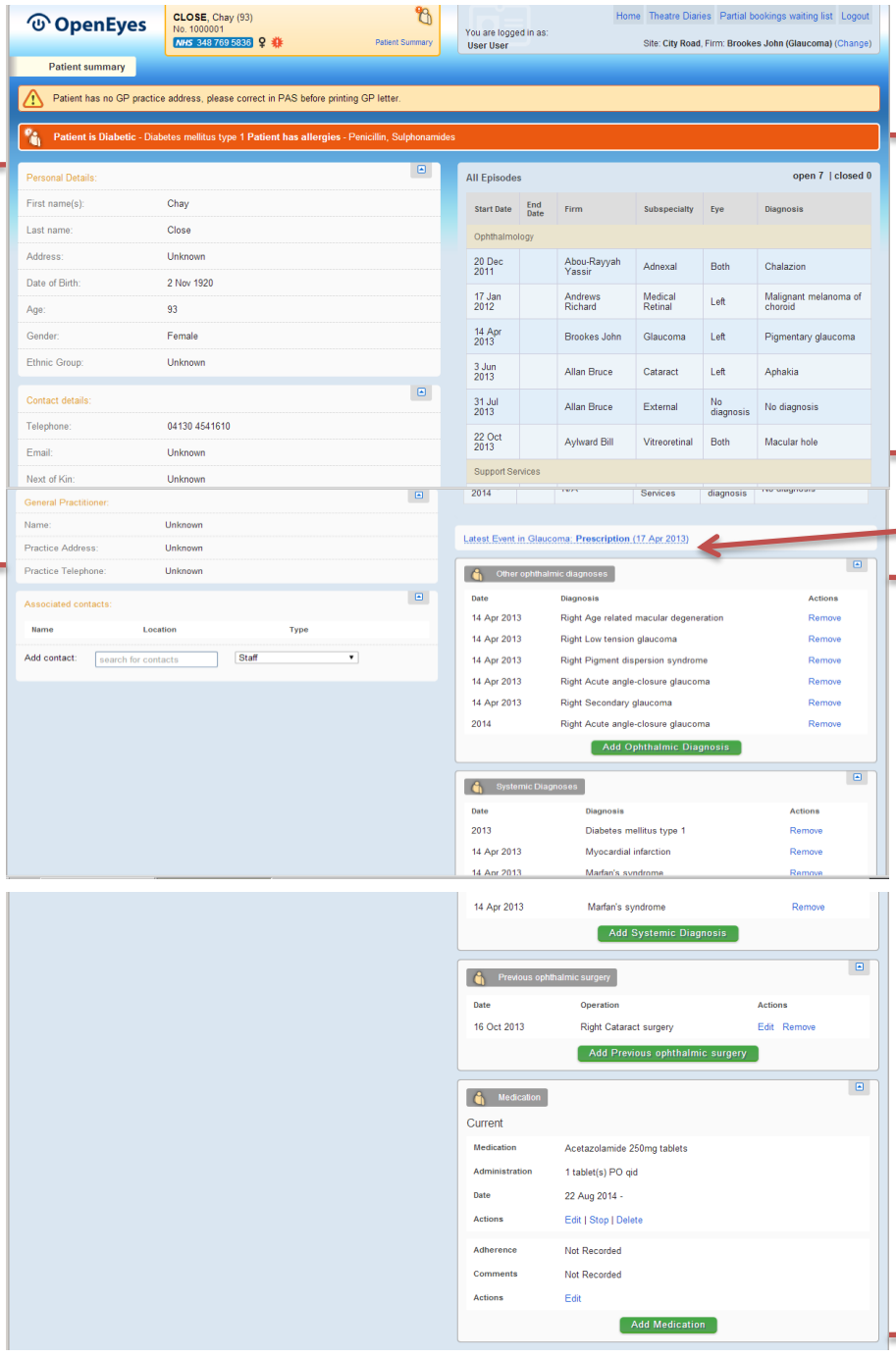


3. Then select the

button to open the patient record.

Overview of Summary Page

Demographic details may need to be altered, this action can currently be altered/updated in PAS.



Patient demographics

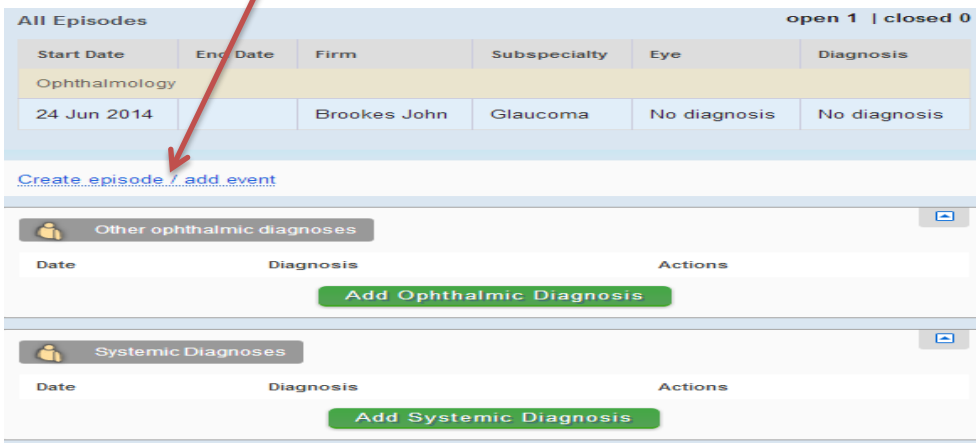
Patient '**Episode/s**' of care arranged by speciality'

Links takes you to last event recorded.

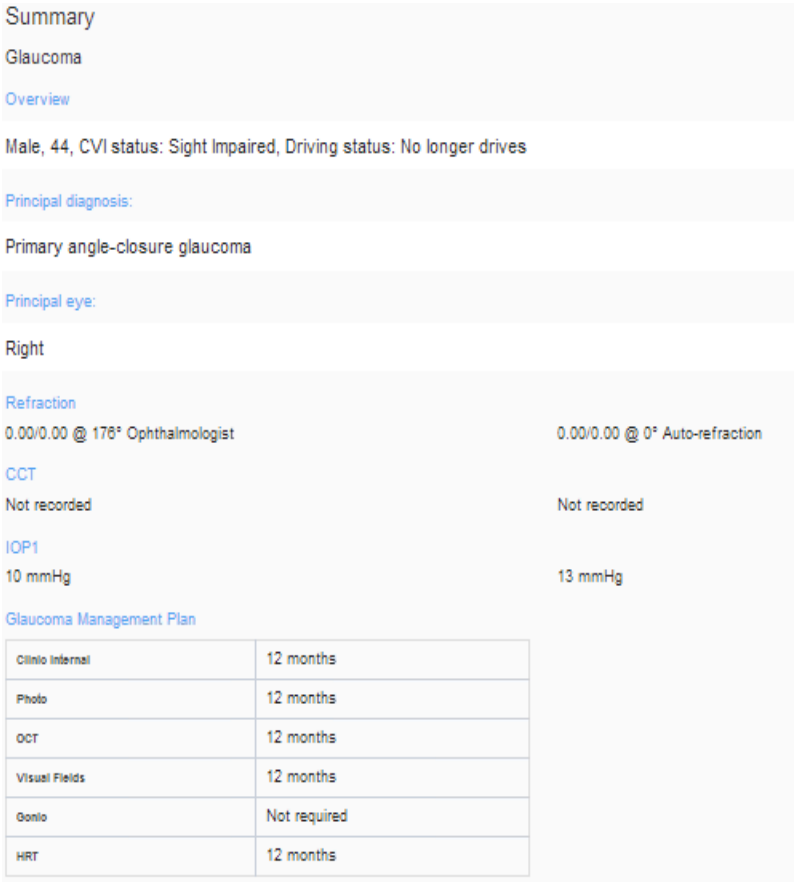
Patient Clinical Summary and History.

Patient Summary Screen Overview

1. On the right hand side of the main screen under the '**All Episodes**' subheading select the blue '**Create episode/add event**' link.



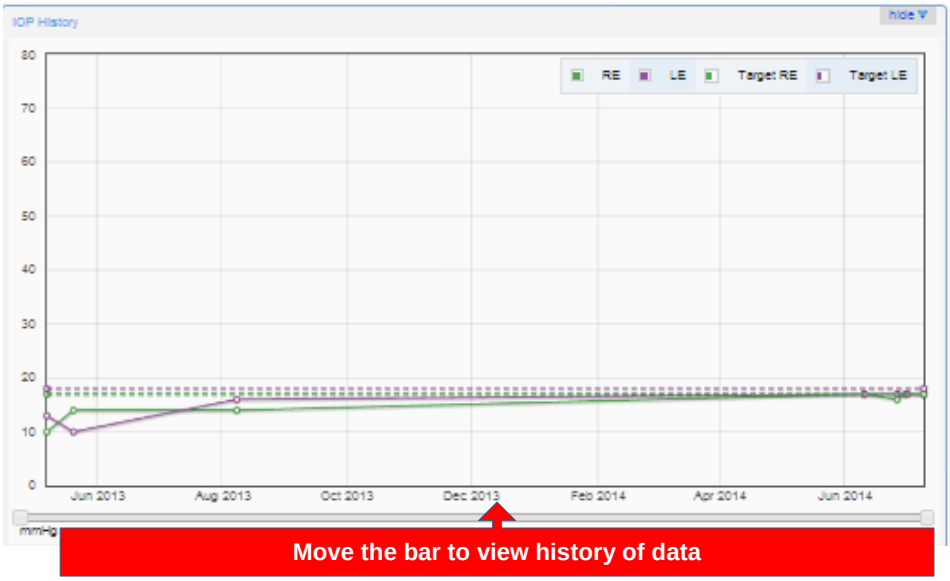
2. The 'Episodes and Events' summary screen opens.



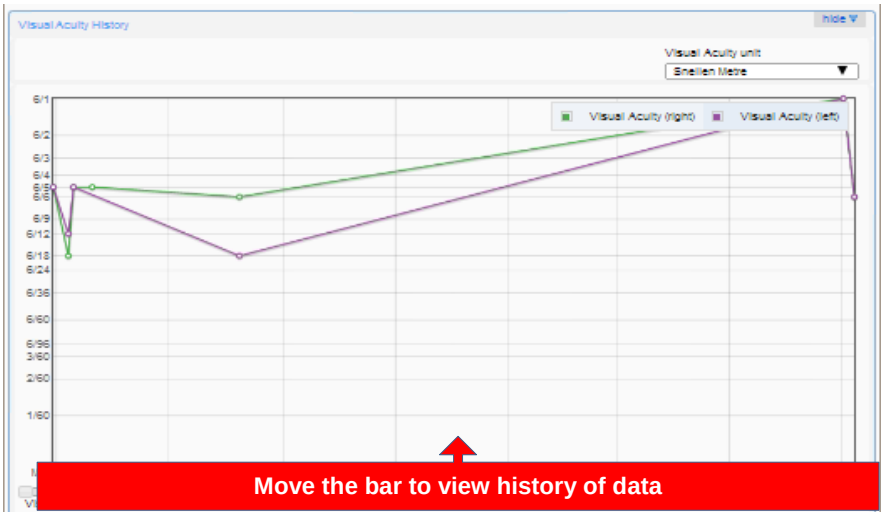
The '**Summary Screen**' displays the following information:

- Overview
- Principal Diagnoses
- Refraction
- CCT
- IOP
- Comments
- Clinic Interval
- Investigations
- Visual Field progression and last Visual fields
- Glaucoma Management Plan extracts
- Target IOP

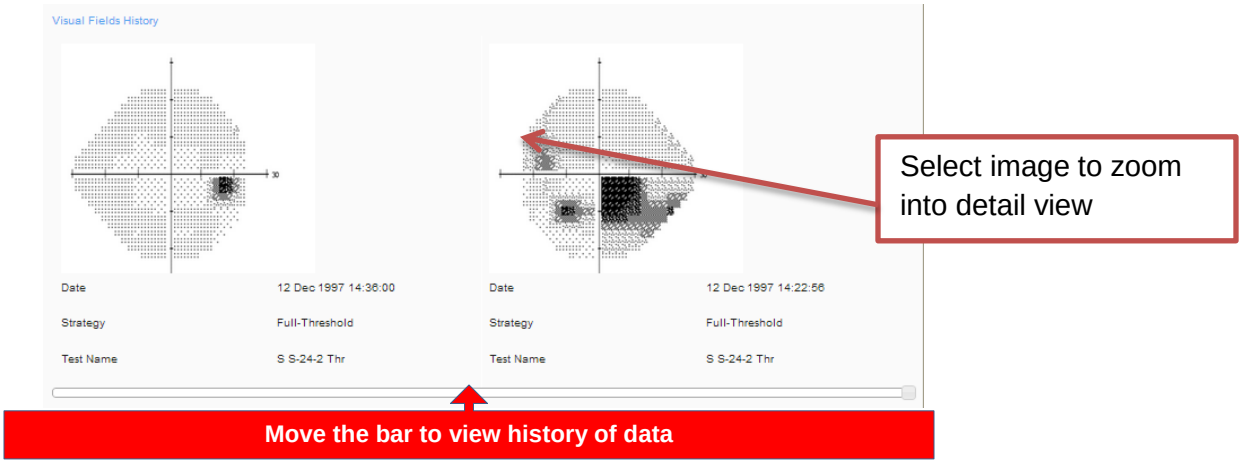
Graph of IOP History



Graph of Visual Acuity History.



Visual Fields History



Episode Details

Visual Fields

Visual Fields from Legacy Event

Ensure the appropriate event date is recorded within the 'Event Date' field.

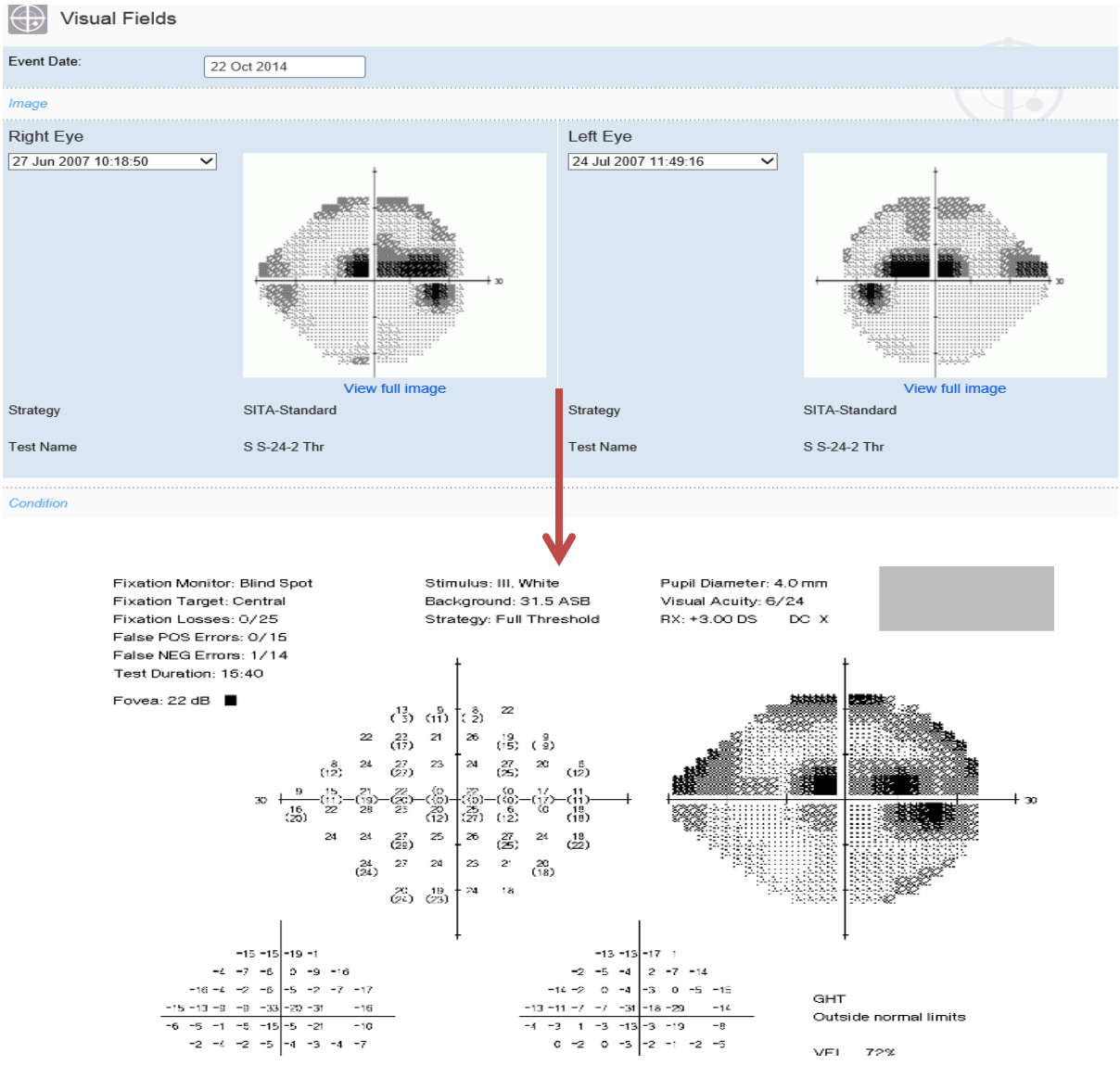
1. To the left of the Episodes and Events summary screen select

2. Within the pop up box select the '**Visual Field**' Event.

3. The '**Visual Field**' event screen opens.

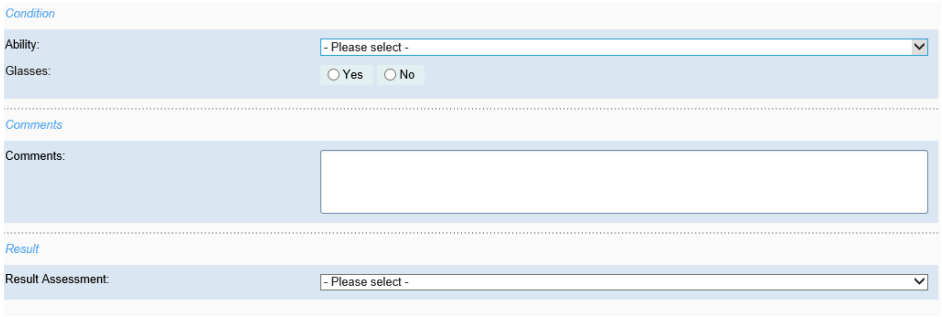
4. Select the appropriate option from the '**Right Eye'/'Left Eye**' drop down menu.

Only select options for both eyes if historical image is required for both eyes.



5. To view the full image, select the '**view full image**' hyperlink.
6. The '**Image**' will open in a separate screen.
7. Select the appropriate option from the '**Ability**' drop down menu.
8. Select the appropriate option from the '**Glasses**' drop down menu.

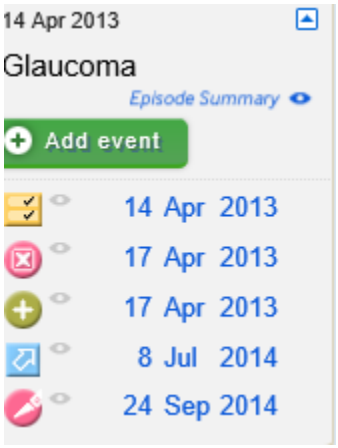
9. Record any relevant comments in the '**Comments**' box below.



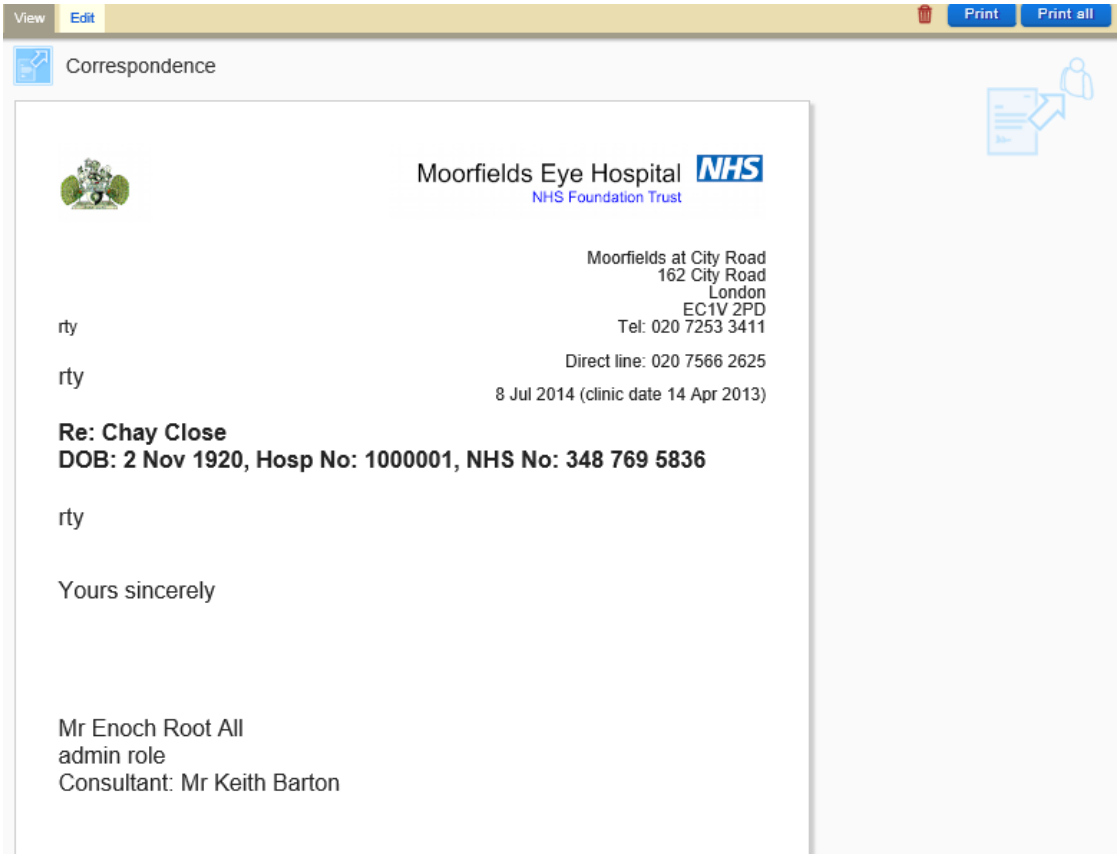
10. Select the appropriate option from the '**Results**' drop down menu.
11. Select the Save button located on the top right hand side of the examination form to save information entered.

View Correspondences

1. To the left of the Episodes and Events summary screen select the '**Historical Letter'** that is required to be from the appropriate speciality.



2. Select the correspondence Icon besides the desired date to view letter.



Logging Off

1. Select '**Logout**' from the blue tab located top right hand corner of the screen. *This can be seen from any screen within OpenEyes.*